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ABSTRACT

The Educational Resources Information Center (ERIC) is a national information system sponsored by the Department of Education. Traditionally, access to ERIC materials has been through the printed indexes "Resources in Education" (RIE), a guide to documents and research reports, and "Current Index to Journals in Education" (CIJE), an index to over 700 journals related to education. The two ERIC indexes are now accessible through stand alone ERIC-on-CD-ROM Retrieval Systems. (CD-ROM=Compact Disc--Read Only Memory). Searching ERIC via these systems allows the researcher to create a "custom-made" bibliography that can be designed and printed on the spot. This guide includes step-by-step procedures for formulating a search, examining the results, and printing a bibliography. Figures included for each step show the appearance of the monitor display. Examples of searches are included. (Editor's Note: This brochure does not concern itself with the online computer search capability that preceded the CD-ROM Systems). (GL)

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How To Use The ERIC* and CJIE* Indexes On Computer

ERIC Education Resource Information Centers

CIJE Current Index to Journals in Education

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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ERIC on CD-ROM

The Education Resources Information Center (ERIC) is a national information system sponsored by the Department of Education. Traditionally, access to ERIC Materials has been through printed indexes, Resources in Education (RIE), a guide to research projects and reports, and Current Index to Journals in Education (CIJE), a index to over 700 magazines related to education.

The two ERIC indexes are now accessible simultaneously through one automated source, ERIC on CD-ROM (Compact Disc--Read Only Memory). Searching by computer allows the researcher to create a "custom-made" bibliography, designed and printed on the spot!

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You will be formulating your search in the "FIND" mode [Function Key #2], looking at the results in the "SHOW" mode [F4], and finally printing a bibliography in the "PRINT" mode [F6].

When and if you panic you have two options:

1. Push "Help" [F1], or push [Escape] and then select "Help".
2. Push both "Control" and "Break" (this key also says "Scroll Lock" on it) at the same time. This will tell the system to stop when searching OR printing.

To begin:

After the introductory material on the screen announces the wonders of ERIC on CD-ROM as sold by SilverPlatter, you will see the word "FIND." This means you are ready to go. You can type in the subject you wish to search. But first you may want to find out about other helpful keys and the best ways to word a search , so read on, please.

Command Summary

[F1]	HELP	Explains commands and other general topics.
[F2]	FIND	Searches for words or phrases in the database.
[F3]	GUIDE	Serves as a handbook to the database in use.
[F4]	SHOW	Displays retrieved records on the screen.
[F5]	INDEX	Alphabetically lists all the words indexed in the database.
[F6]	PRINT	Prints retrieved records.
[F7]	RESTART	Begins or ends a session; returns to title section.
[F9]	PREVIOUS RECORD	Scrolls up to the previous record.
[F10]	NEXT RECORD	Scrolls down to the next record.
[PgUp]	PAGE UP	Use to go back to the last page.
[PgDn]	PAGE DOWN	Use to continue to the next page.
[Enter]	RETURN & BACKSPACE KEY	
[Ctrl] & [Break] or [Scroll Lock]		To interrupt the system when searching or printing.

How to search

The computer is already in the "ready to go" position when the title screen is displayed. The FIND command is at the bottom of the window.

You can search a single word, i.e. LIBRARIES; a group of words, i.e. COMPUTER PROGRAMS; or a phrase, i.e., STUDENT EVALUATION OF TEACHER PERFORMANCE. Each search term will be assigned a number, and the number of entries available in the database containing that particular search term will be displayed. Each entry in ERIC is called a "record" which is a complete reference to an educational document or journal article. For example the simple search LIBRARIES will retrieve the following:

NO.	Requests	Records
#1	LIBRARIES	3239

Three-thousand two-hundred and thirty-nine records are just TOO MANY records to read, so you will want to narrow your search topic!

This next part is important, so you may want to read it twice.
Here it goes:

The ERIC database is equipped with operative words that control your search topic. They are: AND, OR, NOT, WITH, NEAR, AND IN. The first three are the ones you must learn now to do an effective search. The last three are refinements.

Connector words	Example
AND	LIBRARIES **and** COMPUTER PROGRAMS The results are records that mention both search terms. This narrows the search.
OR	ON-LINE **or** LIBRARY AUTOMATION The

results are records that mention one or both search terms. This connector broadens the search.

NOT — COLLEGE STUDENTS **not** FRESHMAN
This is used to exclude from results a particular search item. This search will result in records on college students but will exclude any that use the term freshman.

WITH — STUDENTS **with** COLLEGE CHOICE Such a search retrieves records with the two search terms appearing in the same field (explained in detail in the next section)

NEAR — ECONOMICS **near** TESTING This retrieves records with the search terms in the same sentence.

IN — LIBRARIES **in** ti. This retrieves records where the search term appears in a specified field. In this example, all titles with the term LIBRARIES will be found.

Note: The computer recognizes the above words as commands to perform certain tasks (combine or limit fields). If you wish to use these six key words as WORDS (and not as commands) in a phrase etc., you will need to put quotation marks around them: "in" or "or", etc.

What are those "fields", anyway?

A "field" is a PART of the record. Below is a list of the most searchable fields and their abbreviations. These may be used with the **WITH** and **IN** connectors.

AN	Accession Number (needed to find the ERIC microfiche)
AU	Author
TI	Title
PY	Publication Year
JN	Journal Citation
PC	Country of Publication
LA	Language (English, French etc.)
DE	Descriptors (Subject headings assigned to document)
AB	Abstract (Paragraph summary of document content)

****A note on descriptors****
Descriptors are the controlled vocabulary of the system. They are subject headings specifically assigned to describe a document. It is helpful to consult the Thesaurus of ERIC Descriptors (yellow book by ERIC workstation).

By now you understand the basics of searching, so let us look at a typical search.

Search request: ILLITERACY and STUDENTS

The screen display will be:

No.	Request	Records
#1	ILLITERACY	301
#2	STUDENTS	39319
#3	#1 and #2	86

The computer is telling you it has found 86 documents that contain both concepts. In order to **SHOW** the records it has found, press the function key number four [F4], and then the enter key. Use the page down key [PgDn] to view the records.

In order to **PRINT** the records it has found, press the function key number six [F6]. When the print menu is displayed, press enter in order to command the computer to print the first fifteen records. If you need to

print more than fifteen records you will need to see the staff in order to have them over-ride the system and tell the computer to print more.

You now have a fifteen item bibliography of ERIC & CJIE materials. In order **to locate these items in the Palmer/ETSU library,** look at the letters and numbers following the field note "AN:" on each citation. If the letters and numbers look like this: ED152863, the document is in the microfiche cabinets to the immediate left of the computer workstation. They are in order by number.

If the numbers look like this, EJ379586, you need to find the name of the journal cited, and see if our library owns the appropriate journal. The hanging racks of cards (Kardex) in the microfilm department lists all the journals the library owns. If you are a student at either school, and we do not own the respective periodical, we can order the article through inter-library loan. It takes about 2-3 weeks. See the library staff at the reserve desk to initiate ILL proceedings.

Some examples of searches:

Search request: ILLITERACY or EDUCATIONALLY DISADVANTAGED (**or** with retrieve either of both terms)

No.	Requests	Records
#1	ILLITERACY	301
#2	EDUCATIONALLY	673
#3	DISADVANTAGED	1747
#4	#1 or EDUCATIONALLY DISADVANTAGED	763

Search request: ILLITERACY not ADULT ILLITERACY

No.	Requests	Records
#1	ILLITERACY	301
#2	ADULT	6704
#3	ILLITERACY	301
#4	ILLITERACY not ADULT ILLITERACY	259

Often typing in a search term without specifying any field results in many "false hits" or irrelevant records. Free text searching, as it is called, is not discriminating. Such a search looks for the terms in all the fields, i.e., author, title, abstracts, etc., a term need only appear once (in any field) to retrieve a record. For example, the free text search TEACHERS and STRESS will yield 391 records, far too many. One way to weed out the "false hits" is to specify TEACHERS and STRESS as the subjects of the search. To do this it is necessary to tell the system to search for the search terms as subjects (descriptors). To learn what terms to use, consult the Thesaurus of ERIC Descriptors. In order to tell the system to just search the terms in the descriptor field you would:

FIND: TEACHERS in de
in is the connector which tells the system to search only within the specified field, being de (for descriptor) in the above example. Specifying the search request in the descriptor field will narrow the search results:

FIND: (TEACHERS and STRESS) in de

The search terms need to be in parenthesis to inform the system that both search terms are to be found in the descriptor field. The results:

No.	Request	Records
#1	TEACHERS	
#2	STRESS	
#3	(TEACHERS and STRESS) in DE	104

This search could be refined even further by restricting #3 to a certain publication year. For Example:

FIND: 1987 in py (Remember py stands for publication year)

No.	Request	Records
#4	1987 in py	19876

FIND: #3 and #4

No.	Request	Records
#5	#4 and #5	31

For more examples of searches, refer to the silver-colored users manual located at the workstation.

The workstation as it is set up searches 1983--Current. It is possible to search the back years of ERIC (1966--1982). The staff will need to load the appropriate discs for you. Check with staff in the microfilm department.

To clear the machine for use by the next person, hit Function Key #7. This will restart the equipment, and cancel out your search.

This manual was based on one created by
the staff of St. Mary's University,
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